

OFFICE OF THE CITY MANAGER NO LTC # 261-2012

LETTER TO COMMISSION

TO:

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Kathie G. Brooks, Interim City Manager

DATE:

October 12, 2012

SUBJECT Staffing Changes

As we begin the new Fiscal Year, there are a few staff transitions that are occurring that I want to share with you.

Human Resources Director Ramiro Inquanzo has resigned from the City effective October 7, 2012. I have initiated the recruitment process for his replacement so that there will be a list of candidates for the permanent City Manager to consider. In the meantime, City Clerk Rafael Granado (and former Human Resources Assistant Director) will oversee the Human Resources Department on a day-to-day basis. I have also hired on a temporary basis Sylvia Crespo-Tabak to assist and provide supervision during the transitional period. Sylvia has over 20 years of experience as a human resources and labor relations professional having spent the bulk of her career at Miami Dade County as a Personnel Operations Administrator for Recruitment and Compensation; Senior Budget Analyst for the Office of Strategic Business Management; Chief of the Office of Fair Employment Practices for Miami Dade Transit: Chief of Labor Relations for Miami Dade Transit; and a Labor Relations Manager. Previously to working with Miami Dade County, Sylvia spent 4 years working for Jackson Memorial Hospital in a number of human resources related areas. Sylvia will play a critical role on our Labor Relations team as we continue with the collective bargaining process with each of the unions.

Redevelopment Coordinator Kent Bonde has retired after 25 years of service with the City. In anticipation of this, the City began transitioning his responsibilities to Maria Poncel earlier this year when Maria began working out of the City Manager's Office overseeing the North Lincoln Lane and Convention Center Master Plan projects. Maria has approximately 20 years of experience in the private and public sectors in Real Estate, Redevelopment, Economic Development and Management. During her time in the public sector, Maria managed redevelopment and capital improvement projects including several affordable housing projects, mixed-use developments, from land assembly and acquisition, through construction completion. She also has experience with economic development programs - workforce employment and training assistance, façade improvement programs, and business assistance. During her time in the private sector, Maria directed entire development process from feasibility analyses, land acquisitions, and development entitlements through construction. Maria has been with the City since January 2011, originally hired as the Administrative Services Manager in the Building Department.

Economic Development Director Kevin Crowder has advised me of his intent to transition to a private consulting practice over the next year. His economic development responsibilities will be transitioned to Maria Poncel. Kevin also oversees legislative affairs for the City. In order to ensure a smooth transition in this area, as well as to assist Maria in economic development, I plan to transition Kevin to a professional services agreement through next year. This time period ensures the City does not experience a gap during the federal and state legislative sessions or during this transitional period of time.

Budget Officer Tim Finch has also resigned from his position in order to move back to the Tampa area to reunite with his family. I am already in the process of discussions with a candidate who was part of the prior recruitment process to succeed Tim and expect to have this person on board by early November 2012. Until then, Georgette Daniels, recently hired as Senior Management and Budget Analyst, will be assisting in that role.

Although Assistant City Manager Jorge Gomez completed his DROP on September 30, 2012, he has agreed to remain with the City in his capacity as an Assistant City Manager as a temporary employee for the next few months, thereby ensuring that I continue to have needed support while also ensuring that the permanent City Manager will have maximum flexibility in hiring an Assistant City Manager of his or her choice. Jorge will continue to oversee all of the areas that he currently supervises. We will begin the recruitment process for this position also in the next few weeks, in order to have a list of applicants by the time a permanent manager comes on board.

The past Fiscal Year has had its challenges for our staff, especially given the turnover in key positions and staff shortages. Recognizing the difficulties and potential impact on staff morale, I have directed Human Resources to ensure that Labor Relations meetings are occurring regularly in all our departments. I would also like to take this opportunity to thank you and your staffs for the support that everyone has given me in the last few months during this transition period. As always, if you have any questions, please contact me.

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